



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 05/14/13**

Meeting of the Board of Library Trustees  
Monday, May 14, 2013

### **Call To Order**

Chairman Katherine Fennelly called the meeting to order at 7:24. In attendance were trustees Diane Gordon, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Joyce Radochia was absent. Also attending were PLUGGED iN coordinator Michele Meagher, library director Ryan Livergood and assistant director Andrea Nicolay.

### **Approval of Minutes**

The trustees reviewed the minutes from the April 8 meeting and approved them. (Adam Delmolino/Frank Murphy)

### **Communications**

A card was received from Ryan and his wife Meagan thanking the Trustees for an Amazon Gift Card for Baby Kyle.

### **Community Time**

No members of the community were present.

### **PLUGGED iN / LinkedIn Program Refundable Deposit Proposal**

Michele Meagher and Ryan explained the proposal; that registrants in the forthcoming three-part LinkedIn Boot Camp program in July would put down a \$30 deposit, refundable in \$10 increments upon attendance at each of the three programs. Other public libraries have run programs in a similar way, and it's been proven that if people have a small stake in attending, attendance is improved. No-show money would be donated to the library. Discussion ensued about the best way to conduct transactions and it was decided that in-person transactions at the Circulation desk will be the simplest way (though we can explore online options in the future). Motion to charge a refundable deposit for this program series was approved. (Heather Calvin/Adam Delmolino)

### **Director's Report**

Circulation is up from last year overall. Staff changes were noted (dedicated Head of Adult Services, dedicated Assistant Director positions). There was some reflection and discussion regarding the Boston Marathon bombing lock-down, during which the library remained open. Ms. Muldoon voiced approval for the order restructuring which should even out the bills that come through at end of the FY.

### **Strategic Planning Process**

A new strategic plan was delayed last year due to staff/directorship transitions. Ryan raised the point that our long-range plan is due to MBLC by October, which would allow us to apply for LSTA grant next year. Discussion ensued with regard to the difference between a long-range plan and a strategic plan; a long-range plan is a 5-year checklist of goals and objectives, whereas a strategic plan is more visionary. At the next meeting, we'll look at the existing long-range plan. A draft timeline will be provided at the next meeting (one page, with major events). It was also suggested that we look at a record of what we paid the previous long-range plan consultant, and/or minutes from those planning meetings as point of reference.

### **Approval of Policy: Meeting Room Policy**

Ryan negotiated for the library to manage Community Room bookings at Fox, prompting an overhaul of our Meeting Room Policy. At the Fox branch, the room can be booked after library hours, therefore the key to Fox room will be

checked out at Circulation and may be returned in book drop 24 hrs. from meeting end time. Proceeds for for-profit use will go into the revolving fund for this resource (for example, custodial supplies). Ms. Gordon volunteered to reformat the policy document so it's easier for outside groups to understand how our various rooms can be used. (provisional approval: Frank Murphy/Diane Gordon).

#### Appointment of Nominating Committee

Terms are for one year, and the nominating committee determines who should be nominated for Chair, Vice-chair, and Liaison to Friends. Ms. Fennelly appoints Joyce Radochia and Barbara Muldoon to this committee.

#### Russell Fund Summer Spending Request

The total request for \$5045.00 was approved. (Diane Gordon/Adam Delmolino)

#### AIFF Event Fundraiser Proposal

This is the third year of the AIFF festival. Ryan suggested that a fundraiser event at the library in October would attract a new demographic, and explained that the library is already part of the festival due to the student film screenings that will be shown in October. The fundraiser would be a ticketed event. Questions raised: will the AIFF provide expense money up front? Will Patsy Kraemer be involved in the organization efforts? Both organizers are Arlington residents; it was suggested that they be invited to a future Trustees meeting.

#### Sunday Solicitation

6000 stamped, sealed envelopes were mailed out with help from Friends Sally Naish, Amy McElroy, Maryellen Loud, et al. Expense bills will go to the Foundation.

#### Foundation Update

The next meeting will be held on 6/26. Foundation logo to come.

#### Volunteer Appreciation Party

The party will be held on May 30, 3-6 in the Community Room. Trustees are invited. There will be a Barbara Fulchino skit.

#### Unanticipated Items

The issue of the Library Lock-In permission slip was raised; Ms. Calvin will refer Ryan to the overnight lock-in coordinator at the museum so that pros and cons can be weighed.

#### Date of Next Meeting

Thursday, June 13, 7:15.

#### Adjournment

9:24 p.m. (Frank Murphy/Adam Delmolino)

#### Documents provided:

- Meeting agenda
- April 2013 meeting minutes
- April Director's Report
- Three proposals from strategic plan consultants
- Draft of revised Meeting Room Policy
- Summer 2013 Budget Proposal from Robbins Library Children's staff to the Russell Fund Trustees
- AIFF October 4, 2013 fundraiser proposal - partnering with Robbins Library
- Library Lock-In Permission Slip example